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CIA-RDP51-00049A000100010004-3

SUPPLY SECTION

The following is the status of personnel in the Supply Section, Services Division:

Office of the Chief

25X1A9a



Request for Eligible

Chief, Procurement & Supply Officer	CAF-13	\$7102.20	3 Nov. 1946
Asst. Chief, Proc. & Supply Officer	CAF-12	5905.20	6 Nov. 1946
Special Procurement Officer	CAF-12	5905.20	3 Nov. 1946
Steno.	CAF-5	2770.20	3 Nov. 1946
Steno.	CAF-4	2394.00	3 Dec. 1946 Action Pending

Contract Unit

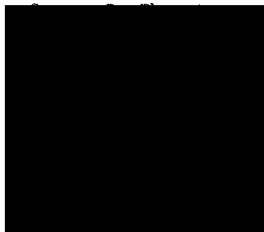
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Procurement Officer	CAF-11	4902.09	3 Nov. 1946
Asst. Procurement Officer	CAF-9	4149.60	3 Nov. 1946
Stenographer	CAF-5	2770.20	20 Nov. 1946 Action Pending
Clerk Typist	CAF-3	2168.28	3 Dec. 1946 Action Pending

Procurement Unit

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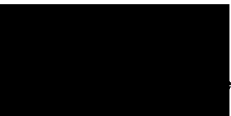


Head Purchasing Officer	CAF-11	4902.00	3 Nov. 1946
Asst. Purchasing Officer	CAF-9	4149.60	
Purchasing Officer	CAF-9	4149.60	3 Nov. 1946
Procurement Officer	CAF-9	4149.60	3 Nov. 1946
Purchasing Officer	CAF-7	3397.20	3 Nov. 1946
Purchasing Officer	CAF-7	3397.20	1 Dec. 1946
Purchase Clerk	CAF-5	2644.80	3 Nov. 1946
Procurement Clerk	CAF-4	2544.00	1 Dec. 1946
Clerk Typist	CAF-3	2394.00	31 Oct. 1946 Action Pending
Clerk	CAF-3	2168.28	30 Oct. 1946 Action Pending

Storage and Issue Unit

Vacant

25X1A9a



Property and Supply Officer	CAF-11	4902.00	
Property and Supply Officer	CAF-9	4149.60	20 Nov. 1946 Action Pending
Property and Supply Officer	CAF-9	4149.60	
Property and Supply Officer	CAF-7	3397.20	
Property and Supply Officer	CAF-7	3397.20	15 Dec. 1946
Storekeeper	CAF-5	2644.80	3 Nov. 1946

Storage and Issue Unit (Continued)

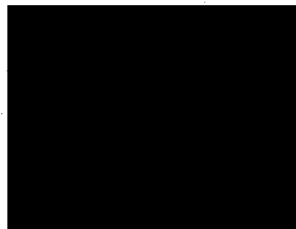
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Storage and Issue Unit (Continued)

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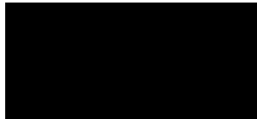


Carpenter  
Guard  
Guard  
Warehouse Foreman  
Guard  
Laborer  
Clerk  
Clerk  
Acting 1st Sgt.  
Clerk

T/Sgt.  
Pvt.  
I/4  
L/Sgt.  
Pvt.  
Pfc.  
Cpl.  
E/Sgt.  
Sgt.  
Cpl.

Real Estate and Utilities Unit

25X1A9a



Proc. & Supply Officer  
Proc. & Supply Officer  
Sec. - Stenographer  
Laborer  
Laborer

CAF-11 55152.80 3 Nov. 1946  
CAF-9 4275.00 3 Nov. 1946  
CAF-4 2394.00 3 Dec. 1946 Action Pending  
CPC-3 1822.00 20 Dec. 1946 Action Pending  
CPC-3 1822.00

Appliance Maintenance Unit

25X1A9a



Appliance Repairman  
Appliance Repairman's Aide  
Appliance Repairman's Aide

CPC-7 2694.96 3 Nov. 1946  
CPC-3 1822.00 3 Dec. 1946 Action Pending  
CPC-3 1822.00

A flow chart of the work handled by the Supply Section is attached and made a part of this report. There is a separate flow chart for the processing of requisitions for supplies procured from unvouchered funds.

1. OFFICE OF THE CHIEF

The responsibilities of the Chief, Supply Section, include the administrative and operational responsibility for the supervision of the Contract Unit, the Procurement Unit, the Storage and Issue Unit, the Real Estate and Utilities Unit, and the Appliance Maintenance Unit.

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Recommendations

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(a) It is recommended that if Mr. [REDACTED] is promoted to the position of Assistant Chief, Services Division, Mr. [REDACTED] be placed in the position as Acting Chief, Supply Section, Services Division,

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for a period of ninety days, and upon expiration of that time, if the services of Mr. [REDACTED] have been

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satisfactory, that he be promoted to the position of Chief, Supply Section. Mr. [REDACTED] experience in the Federal Government for the past nine years has been in procurement, supply, and management activities and is unusually qualified for this type of position.

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(b) At the same time, it is recommended that Mr. [REDACTED] who is Chief of the Contract Unit, be placed in the position of Acting Assistant Chief, Supply Section, for a period of ninety days, and if at the end of that time his services have been satisfactory, he be promoted to that position with the additional responsibility of Contract Procurement Officer.

2. CONTRACT UNIT

(a) The Contract Unit is responsible for the preparation and processing of invitations to bid for all supplies, equipment, or services not covered by existing contracts, the cost of which is in excess of \$100. The Unit is also responsible for the preparation and processing of leases and other agreements for property outside of the District of Columbia and for general services which can be covered by contract.

(b) The volume of the Contract Unit has been comparatively small, as in recent months it has been primarily concerned with contract claims resulting from contracts of the Strategic Services Unit, War Department, and previous organizations. At the present time this unit is working on the assignment of contracts from the

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War Department to CIG, which requires considerable time, and from the standpoint of volume does not indicate the problems and difficulties in effecting such assignments. Therefore, the volume handled by this unit is not included in this report.

- (c) The legal problems connected with the processing of contracts and leases generally require a great deal of time in negotiation and preparation. However, it is felt that the present Chief of the Contract Unit, as indicated above, can carry this responsibility in addition to his other duties with the assistance of one Assistant Contract Officer and a stenographer.

Recommendation

In view of the above, it is recommended that, if the other recommendations which have been made are accepted, the position of Chief, Contract Unit, not be filled at this time.

3. PROCUREMENT UNIT

- (a) The personnel of the Procurement Unit are unusually qualified for their positions, having spent from two to six years dealing with all types of procurement problems.
- (b) Mr. [REDACTED] occupies a position in the Procurement Unit, but actually is working in a position in the office of the Executive for Personnel and Administration, acting as Administrative Assistant in handling service matters in the New War Department Building. His status will be determined when the final location of the Office of the Director, Central Intelligence Group, and his immediate staff is determined.

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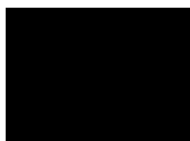
(c) The following is the volume of work handled by the Procurement Unit for the periods indicated;

Requisitions Processed:

	Month of Sept. 1946		Month of Oct. 1946		Month of Nov. 1946	
	SSU	CIG	SSU	CIG	SSU	CIG
Civilian Purchase	60	35	23	237	9	195
Property (Office Supplies, etc.)	134	1	--	137	--	100
Typewriter Repairs	24	--	--	20	--	25
Military	37	--	21	6	1	--
Contracts	--	--	1	12	--	3
25X1A9a [REDACTED]	25	--	--	22	--	24
Transportation	--	--	--	1	--	--
Communications	--	--	--	2	--	1
25X1A9a [REDACTED] (Operational Equipment)	--	--	--	--	--	1
[REDACTED] Real Estate & Utilities	--	1	--	4	--	3
[REDACTED] Special Procurement	--	--	--	1	--	1
Medical Services	1	--	--	1	--	4
Shipping Tickets	1	--	--	--	1	--
Finance	--	--	--	--	--	1
Procurement & Accounting, War Dept..	56	--	--	--	--	--
Totals	338	37	45	443	11	358

Purchase Orders:

25X1A9a



Month of Sept. 1946		Month of Oct. 1946		Month of Nov. 1946		
Written	Typed	Written	Typed	Written	Typed	
59	90	80	150	36	58	
76	76	140	66	73	20	
37	37	69	50	35	22	
32	1	75	--	22	--	
		16	16	86	86	
			98		56	
Totals	204	204	380	380	252	252

Sept. 1946		Oct. 1946		Nov. 1946	
SSU	CIG	SSU	CIG	SSU	CIG
	32		26	3	35

Orders Pending Encumbrance

Total Amount of Decreases from Cancellations

Total Amount of New Orders

\$ 89.24  
\$9,617.04

\$ 69.13 \$ 69.40  
\$6,034.27 \$152,872.84

\$ 566.24 \$ 650.24  
\$ 300.88 \$57,983.49

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- (d) It will be noted that the work produced by this Unit appears to be low on the basis of the number of personnel assigned for this purpose. Certain factors must be taken into consideration in judging the work produced by this Unit. First is the fact that a large quantity of supplies and equipment are still procured from the War Department on a reimburseable basis, and each requisition submitted to the War Department may have as many as forty or fifty items for a single procurement document. The preparation of such a requisition involves the determination of stock numbers, nomenclature, unit of issue, etc., which requires considerable time in preparation. Many items are difficult to procure and in one instance it was found that many of the publications requested by the Office of Reports and Estimates are now out of print and a thorough search of the market is required to find these publications. The Table of Organization for this Unit, insofar as purchase clerks are concerned, is almost entirely filled, the only position vacant being one in the CAF-9 level, which is being held open until a person qualified in the purchase of Signal equipment can be obtained. However, the present volume of this Unit does not justify the number of personnel now on duty; but it must be remembered that most of the personnel were carried over from the Strategic Services Unit, War Department, and will be required when CIC has expanded to its maximum strength and the volume of business increases. It is impractical to reduce the number of personnel since they will be required at some future date. Another point of interest in this connection is that the purchase clerks, in addition to writing purchase orders, have been required to type their own purchase orders due to the lack of stenographic and typing personnel. In addition, it is expected that no additional personnel will be required when the CIC has finally expanded to its presently planned maximum strength, at which time it is my feeling that the production of this Unit will be increased, and the number of personnel on duty can be justified.

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Recommendation

It is recommended that there be established a Processing Sub-Unit in the Procurement Unit, to consist of one Clerk, CAF-5, one Clerk Stenographer, CAF-4, two Clerk Typists, CAF-3, and one Filing Clerk, CAF-2 or CAF-3. This recommendation is made in order that the purchase clerks may be relieved of the responsibility of typing their own orders and, also, to permit the expeditious processing of requisitions and constant follow-up on deliveries.

**4. STORAGE AND ISSUE UNIT**

- 25X1A9a
- (a) Mr. [REDACTED] is considered to be outstandingly qualified for this position, having had a total of more than eleven years' experience in warehousing, storage, and record-keeping work. The positions which are vacant are pending a final decision as to the future status of the supply activities of the Communications Division, P & A. It has been recommended by the Executive for Personnel and Administration that the supply activities of the Communications Division be transferred to the Storage and Issue Unit, Supply Section, Services Division. However, this has not been done, and the filling of vacant positions cannot be accomplished until the final decision has been made. There is considerable vacant warehousing space at the present time due to the fact that space now rented in [REDACTED] was leased for the purpose of closing down the [REDACTED] warehouses under the Communications Division and transferring the equipment stored there to the [REDACTED] warehouses. However, this transfer has been delayed due to organizational problems and the problem of negotiating a settlement with the lessor of the [REDACTED] property. 25X1A6a
- (b) The inspection of the warehousing activities indicated that the material on hand is being properly stored, and that stock records in connection with this material are in good condition. The principal problem in this Unit is the matter of obtaining satisfactory laboring personnel, and those presently on duty are restricted to the [REDACTED] warehouse until completion of final security check. 25X1A6a



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- (c) Records have not been maintained on the volume of material handled by this Unit, although this information can be partially obtained by reference to the report of the Cargo Unit, Transportation Section, elsewhere in this report. It has been recommended to the Chief of the Storage and Issue Unit that a complete system be established for maintenance of proper volume records in order that the number of personnel required for the operation of this Unit can be determined.

Recommendations

- (a) It is recommended that additional civilian personnel positions be allotted to the Storage and Issue Unit for the replacement of military personnel upon the "phasing out" of those military personnel who are now on duty.
- (b) It is recommended that the Communications Division be ordered to transfer their warehousing facilities to [REDACTED] be returned to the lessor. This should be done even though, as a matter of organization and responsibility, they continue to carry the responsibility for their own warehousing and supply functions.

5. REAL ESTATE AND UTILITIES UNIT

- (a) The Real Estate and Utilities Unit is responsible for the maintenance of all buildings assigned to the Central Intelligence Group, construction, procurement of general trade services, such as carpentering, plumbing, painting, etc., space assignments, maintenance of space records and moving.
- (b) It is felt that the present volume of work in this Unit more than justifies personnel now on duty and a stenographer for this Unit is very urgently required in order to handle a large volume of telephone calls, issuance of shop requests, and other duties.

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The following is the volume of work handled by this Unit for the period indicated:

	<u>No. of Work Orders Issued</u>	<u>Dollar Value</u>
Month of October 1946	8	\$ 9,825.00
" " November 1946	2	450.00
" " December 1946	18	\$61,033.72

Recommendation

It is recommended that a basic system as to the present assignment of space be established in order that future assignments can be made in a more exacting manner. Also, to eliminate the free exchange of space between the activities of the Central Intelligence Group, in order that overall space adjustments in the agency can be more equitably accomplished.

6. APPLIANCE MAINTENANCE UNIT

This Unit is primarily responsible for the repair of typewriters, and can make minor repairs on other types of labor saving devices. The present volume of this unit does not warrant more than two repair men. At the present time, the Unit is handling an average of twenty service calls and two complete overhaul jobs per day. The monetary saving in this Unit is estimated at three times the overhead, including salaries and cost of repair parts. The services furnished by this Unit are much superior to that furnished by the typewriter companies, as well as being a great deal cheaper.

Recommendation

It is recommended that this Unit maintain records on the value of the work which it produces, and, particularly, a record of the number of service calls handled each day.